



## PLUMAS COUNTY, CALIFORNIA

### HIPAA RELATED POLICIES AND PROCEDURES

EFFECTIVE APRIL 14, 2003

#### FACSIMILE COMMUNICATIONS OF PHI

**Policy:**

Plumas County will implement standards to safeguard protected health information faxed between County departments and to outside entities.

**Purpose:**

The potential for breach of confidentiality exists every time information is transmitted via facsimile.

**Responsibilities:**

All personnel must strictly observe the following standards relating to facsimile communications of protected health information:

- Protected health information will be sent by facsimile only when the original record or mail delivered copies will not suffice.
- Minimum necessary standards apply to faxed information.
- Both internal and external faxes containing PHI must be sent with a cover sheet which includes a bold typed Confidentiality Statement:

**THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL, AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW.** If the reader of this message is not the intended recipient, or the person responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and destroy the document.

- To assure accuracy in delivery and minimize unnecessary exposure, telephone the intended recipient to reconfirm the fax number and alert them to the transmission before sending the information.
- Faxed material, whether transmitted or received, must be stored and/or disposed of appropriately. Incoming faxes are to be distributed to the intended recipient expeditiously and confidentiality is to be protected during distribution.

- Personnel must report any misdirected faxes to their supervisor or departmental privacy officer.

**Process:**

Fax machines must be in secure areas and the department director is responsible for limiting access to them.

Each department is responsible for ensuring employees adhere to the above standards.

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